

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Centralized Services

Bureau: Technical Services

Date Posted: 04/04/2008

Job Category: Computer and Mathematical

**Position
Number:** 66266828

Position Title: COMPUTER PROGRAMMER - DATABASE ADMINISTRATOR

**Bargaining
Unit:** 038

Union: MPEA

Location: HELENA

Job Status: Full Time Permanent

Salary: \$44,515.00 to \$55,645.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum

Salary Info: qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications.

Shift: Daytime

Band: 6

Closing Date: 04/25/2008 ***DEADLINE EXTENDED***

**Supplement
Required:** Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For further information about DLI agency and job application materials see:

<http://dli.mt.gov/jobopenings/>.

Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position is responsible for the department database servers and maintaining the structure of databases. These databases must be backed up in order to provide adequate recovery solutions in the event of a disaster. This position sets standards for database structure and design for developed applications. This position will provide tuning of database for performance and accommodate modifications required by reorganization and/or restructure. The position will provide technical support to other programming staff, tune SQL statements, and develop and maintain applications.

Monitors performance and statistics of data management systems and maintain the hardware resources to provide services. Manage the distribution of new versions of the system software with the application development and end-user community. As priorities dictate, the database administrator must be able to carry out any assignment with minimal assistance.

The incumbent is responsible for development and maintaining of complete documentation for all computerized information systems maintained or monitored. Also, the incumbent is responsible for keeping the computer room organized; managing surplus property, and moving equipment while prioritizing own workload tasks as necessary to provide the vital agency services and system availability.

Competencies:

Knowledge, skills and abilities in current state-of-the-art methods for developing and maintaining database systems and have the ability to logically analyze problems. Understand system development life-cycle methodologies, theories, principles and practices of automated system development, enhancement and maintenance.

Ability to acquire a working knowledge of Database design and make changes to the database, screens and reports using state of the art CASE (currently Oracle) or other tools standardized on by the Department and/or State.

How to navigate an enterprise network to access multiple Oracle databases from local and remote workstations, automate system interfaces' access through web-based systems.

Generally accepted business practices that will be used by the division who requested the services.

Hardware and software facilities to support the implementation of database systems. Knowledge of hardware equipment including but not limited to: Personal Computers, Disk Arrays, Tape Backup Units, Voice/Data Telecommunications, Disk Storage Systems,

Ethernet, File Servers, Uninterruptible Power Supply, Routers\Switches, Client Servers, Modems and Printers

Knowledge of software including but not limited to: Oracle Developer, Oracle Designer, Oracle Discover, Oracle Enterprise Manager, JAVA, PL\SQL Plus, PL\SQL Developer, Oracle DBA Studio, HTML DB, Oracle RDBMS, Apache Web Server, Linux, Unix, Windows Server, Novell Netware, MS Office Suite, Scheduling tools, MS Project, Visio, Data Ease, WordPerfect and MS-DOS.

Ability to work with individuals performing all types and all levels of work, from clerical staff to top level managers providing assistance/training in technical data processing areas; train staff in the use of computer equipment and software; translate complex, highly technical topics into classroom presentations for computer systems users; diagnose computer hardware, software, and network problems and provide solutions to problems; work in congenial manner with a highly diverse staff of professional and clerical personnel; and work under short time frames and work after hours on special projects.

Maintain professional knowledge levels current with 'state of the art' technology for data management software\hardware and communicating such knowledge to agency personnel. Knowledge is acquired through literature, formal training, self-study, product evaluations and pilot projects.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

The required knowledge, skills and abilities are typically acquired through education and job related experience in the factors used by the Department of Labor and Industry to evaluate applicant/employee qualifications for Computer Programmer/Database Administrator positions. These factors are Analysis & Design, Documentation, Troubleshooting, Training, Project Management, Years of Education, and Tools that **RELATE BACK TO THE JOB DUTIES**. Applicants need not have experience in each of the areas in order to meet minimum qualifications.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.

3. Completed Application Supplement.
4. Performance testing on WORD and EXCEL will be administered at time of interview.
5. Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov>. Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

**Selection will be based on the following:

Qualifications = 30% Capabilities = 60% Seniority = 10%

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of page.

1. Describe your education, experience and training that qualifies you for this position. Include programming languages, database structure, hardware and software programs, database management software used, number of applications, users and programmers supported and automated procedures developed.